

Notice of Funding Opportunity

**Homeland Security State Local Tribal Territorial (SLTT) Cyber
Response Teams (CRT) Exercising 2018**

**Applications must be submitted through
Egrants on or before August 30, 2018**



Contact Information for this Notice of Funding Opportunity

Program Manager: Shannon Ladwig (608) 242-3231
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Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. Please note: If you register outside the hours of Monday-Friday 7:30am-4pm, access may not be approved until the next business day. Once your Egrants access has been approved, you may begin your online grant application.

Egrants Help Desk: 608-242-3231 or WEMEgrants@egran.us
The help desk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: <https://egran.us/emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Requirements for Federally Funded Grants

Data Universal Numbering System (DUNS) Number:

The federal government requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

Unique Entity Identifier and System for Award Management (SAM):

All applicants for this grant opportunity must be registered in SAM before submitting an application; and continue to maintain an active SAM registration with current information at all times during the period of performance for the grant.

WEM's website has a helpful guide for SAM registration.

[https://dma.wi.gov/DMA/divisions/wem/egrants/How to Register in SAM.GOV.pdf](https://dma.wi.gov/DMA/divisions/wem/egrants/How_to_Register_in_SAM.GOV.pdf)

WEM cannot award a grant until the applicant has complied with all applicable DUNS and SAM requirements.

Notice of Funding Opportunity: *Homeland Security State Local Tribal Territorial (SLTT) Cyber Response Teams (CRT) Exercising 2018*

Description: WEM will provide grant funds for the participation to allow 29 team members to participate in two exercises in conjunction with the Wisconsin National Guard Cyber Team and the Department of Justice. Having the ability to work directly with other agencies will significantly improve the ever-growing relationship.

Exercises are a key element of Wisconsin's Homeland Security Strategy to improve emergency responder capabilities. Exercises assist agencies in achieving objective assessments of their response capabilities and help identify areas needing improvement prior to a real incident. Exercises also inform local and statewide planning activities by highlighting needs for future resource allocation.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: August 30, 2018

Project Start Date: r October 1, 2018

Project End Date: September 30, 2019

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

Program Reports Frequency must be submitted monthly.

Financial Reports Frequency must be submitted monthly.

Anticipated Funding Amount: As approved by Funding Advisory Working Group, the dollar amount available under this funding opportunity is \$6,396.

Match/Cost Sharing Requirement: None

Eligibility: The only eligible applicant is the Department of Administration (DOA), Division of Enterprise Technology (DET).

Eligible Expenses: Funding may be used for the Travel/Training category of expenses.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

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Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to the Program Manager listed on page one of this document.

Information provided in this application may be cited in WEM reports or press releases and will likely be used in reports to federal funding agencies or other stakeholders. Plain language that clearly describes the intent of the project is most effective.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?)”

There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

2. Approval Checklist

Answer Yes, No, or N/A (not applicable) to each question.

3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Travel/Training: Any travel and/or training costs associated for an individual with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.).

Any travel and/or training costs associated for hosting an event (conference/convention, training, exercise, etc.) with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Meal cost per attendee: \$8/breakfast (start time prior to 6 a.m.); \$10/lunch (starting before 10:30 a.m. and concluding after 2:30 p.m.); \$20/dinner (event ending after 7 p.m.). Some events may be eligible for \$7/break expenses, for more information regarding state guidelines and expense reasonableness please call or email the Program or Fiscal Contact listed on this Grant Opportunity.

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”)

5. Budget Narrative

Please describe how your budget relates to the overall program. Include a detailed description of the State, Local, and Tribal Territorial Cyber Response Team and the required exercises for team members.

6. Core Capabilities

Choose a primary core capability for the project. Select as many secondary core capabilities as applicable for the project.

7. Program Objectives

Describe the broad goals for your project that will be completed by the end of the grant performance period.

8. Evaluation

Please describe how the exercise participants will be evaluated to measure progress against existing gaps.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials.

Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions.

1. Title: Sustainment Costs
Agencies that accept funding are responsible for all sustainment costs.
2. Title: Meal and Mileage Reimbursement
Reimbursement for meals and break items for meetings are contingent upon submission of agenda and roster or attendance list and must support the expense. All meals and break materials are reimbursed at current state rates and uniform travel guidelines. Information about rates and mileage is on the OSER website:
<http://oser.state.wi.us/docview.asp?docid=7365>. The Grants Specialist is available to answer questions before costs are incurred.
3. Title: Funding Acknowledgement Required
Funding for project activities is contingent on receipt of Funding Acknowledgements in the amount of the project cost from local governments that meet the federal requirements for local-pass through. Funding Acknowledgements must be submitted to WEM upon submission of reimbursement requests. Upload the documents into Egrants within the Monitoring Section under Project Document Attachment.
4. Title: Grant modification
Grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be consideration. Grant modifications will not be granted unless applicant provides a compelling reason.
5. Title: Allowable Grant Activities
This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents submitted to WEM. Activities other than those expressly detailed in this grant are not allowable without prior approval from WEM.

6. Title: SAM Requirement

SAM.gov Requirement – Pursuant to 2 CFR Part 25.200, the applicant must be registered in the System for Award Management (SAM.gov) prior to submitting an application for federal funds and they must certify that they will maintain an active SAM registration at all times during which it has an active federal award.”